

# Little Traverse Bay Bands of Odawa Indians

## JOB POSTING

<b>Job Title:</b>	<b>Community Health Representative</b>
<b>Department:</b>	Health Department
<b>Reports To:</b>	Community Health/Diabetes Coordinator
<b>Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$13.54 to \$18.32 per hr. / (\$28,163-\$38,106) Annual
<b>Level:</b>	3
<b>Opens:</b>	<b>August 26, 2016</b>
<b>Closes:</b>	<b>September 16, 2016</b>

---

### SUMMARY

Provides holistic home health care services to individual clients and the community that promotes and maintains wellness in a culturally appropriate manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following. Other duties may be assigned.

- Perform brief holistic health assessments to include the emotional, physical, mental, spiritual and environmental needs of clients in a variety of settings including community events, clinics, health fairs and the home, as directed and within the scope of training.
- Provide transportation to medical appointments and/or accompany clients to medical appointments to ensure continuity of care. May interpret medical terminology for clients and family when appropriate.
- Educate clients, and/or community on issues related to wellness. May include disease process, disease prevention, etc. within the scope of training.
- Document assessment using the RPMS/EHR system, report to supervisor, and collaborates in the development of a client centered plan of care.
- Advocate between client and the services. Work collaboratively with other health care agencies and with other LTBB Departments, to identify and eliminate barriers to health care services.
- Assist with the planning and implementation of in-services, trainings, conferences etc. to promote individual and community wellness.
- Work under the direction of LTBB Home Health Nurse RN and Community Health Coordinator.
- Participate in conferences, in-services, and trainings, to improve and maintain skills required to provide outreach services. Must be able to travel as necessary.

### ATTRIBUTES

Understanding and acceptance of Anishanabek culture and healing traditions. Empathetic to the needs of the client and the community. Self-confident and knows own limits. Able to work with minimal supervision; be a team player; able to establish and maintain effective working relations with the general public, other health care agencies, and co-workers. Will be expected to contribute to the overall growth and development of the community health outreach program.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent, with one or more of the following; certified Nursing Assistant, or Medical Assistant, or successful completion of the I.H.S. Community Health Representative Training, or 3 years related experience( working in the medical field) and a commitment to obtain the IHS CHR training on line the first year. Must have current CPR and first aid certification.

Must have valid driver's license be insurable by the Tribe's carrier, and be willing obtain chauffer license within six months of hire. Must have a good driving record. Ability to pass extensive background check.

**COMMENTS**

Indian preference will apply.